

Ambassador's Fund for Cultural Preservation AFCP

AFCP 2014 Competition Request for Proposals

INTRODUCTION

The Cultural Affairs Office at the U.S Embassy Cairo, on behalf of the Cultural Heritage Center of the Bureau of Educational and Cultural Affairs (ECA) at the U.S. Department of State, is now accepting project proposals for the U.S. Ambassadors Fund for Cultural Preservation (AFCP) 2014 Competition! Applications must be received by December 7th, 2013. Please read through the whole document carefully, make sure to read all the funding criteria and follow the procedures in the [Application Requirements](#) Section. Send us your full application to cairoAFCP2014@state.gov

FUND AWARD

Award Amount Range: \$10,000 - \$200,000

[ELIGIBLE PROJECT APPLICANTS](#)

Non-commercial entities; such as non-governmental organizations, museums, ministries of culture and / or similar institutions, and organizations that have the requisite experience and capacity to manage projects with the objective of preserving cultural heritage.

[FUNDING AREAS](#)

The AFCP supports projects aimed at preserving cultural heritage in the following three areas:

1. **CULTURAL SITES**—such as, but not limited to, historic buildings and archaeological sites.
2. **CULTURAL OBJECTS AND COLLECTIONS** from a museum, site, or similar institution— that includes, but are not limited to, archaeological and ethnographic objects, paintings, sculpture, manuscripts, and general museum conservation needs.
3. **FORMS OF TRADITIONAL CULTURAL EXPRESSION**—such as traditional music, indigenous languages, and crafts.

[FUNDING PRIORITIES](#)

The AFCP gives top priority to project activities that are in compliance with international standards for the preservation of cultural heritage. These activities may include:

- **CULTURAL SITES:** restoration of an ancient or historic building, preservation of an archaeological site, or documentation of cultural sites in a region for preservation purposes.
- **CULTURAL OBJECTS AND COLLECTIONS:** conservation treatment for an object or collection of objects; needs assessment of a collection with respect to its condition and strategies for improving its state of conservation; inventory of a collection for conservation and protection purposes; the creation of safe environments for storage or display of collections; or specialized training in the care and preservation of collections.
- **FORMS OF TRADITIONAL CULTURAL EXPRESSION:** documentation and audiovisual recording of traditional music and dance forms for broad dissemination as the means of teaching and further preserving them, or support for training in the preservation of traditional applied arts or crafts in danger of extinction.

INELIGIBLE PROJECT APPLICANTS

AFCP does not award grants to individuals, commercial entities, or to embassies or past award recipients whom have not fulfilled the reporting requirements of previous AFCP awards.

FUNDING PRIORITIES—CRITERIA SPECIFIC TO THE AFCP 2014 ANNUAL COMPETITION:

Proposals for projects that meet one or more of the following criteria will receive consideration in FY 2014:

1. The criterion for which the project directly supports the U.S. treaty or the bilateral agreement obligations, such as cultural property protection agreements.
2. The ability to strengthen the capacity to preserve and protect cultural heritage within the designated country.
3. The ability to support the preservation of inscribed World Heritage sites.
4. The ability to advance long-term cultural preservation objectives, lay the groundwork for subsequent AFCP-supported activities, and encourage the continued or expanded application of proven methods at the project site or elsewhere.
5. The ability to enable and engage women, youth, or under-served communities.

INELIGIBLE ACTIVITIES AND UNALLOWABLE COSTS

AFCP does **NOT** support the following activities or costs; and applications involving any of the activities or costs below will be deemed ineligible.

1. Preservation or purchase of privately or commercially owned cultural objects, collections, or real property, including those whose transfer from private or commercial to public ownership is envisioned, planned, or in process but not complete at the time of proposal submission.
2. Preservation of natural heritage (physical, biological, and geological formations, paleontological collections, habitats of threatened species of animals and plants, fossils, etc.)
3. Preservation of hominid or human remains.
4. Preservation of news media (newspapers, newsreels, radio and TV programs, etc.)
5. Preservation of published materials available elsewhere (books, periodicals, etc.)
6. Development of curricula or educational materials for classroom use.
7. Archaeological excavations or exploratory surveys for research purposes.
8. Historical research, except in cases where the research is justifiable and integral to the success of the proposed project.
9. Acquisition or creation of new exhibits or collections for new or existing museums.
10. Construction of new buildings or permanent coverings (over archaeological sites, for example)
11. Commissions of new works of art or architecture for commemorative or economic development purposes.
12. Creation of new or the modern adaptation of existing traditional dances, songs, chants, musical compositions, plays, or other performances.

13. Creation of replicas or re-creation of cultural objects or sites that no longer exist.
14. Relocation of cultural sites from one physical location to another.
15. Removal of cultural objects or elements of cultural sites from the country for any reason.
16. Digitization of cultural objects or collections, unless part of a larger, clearly defined conservation effort.
17. Conservation plans or other studies, unless they are one component of a larger project to implement the results of those studies.
18. Cash reserves, endowments, or revolving funds (funds must be expended within the award period [up to five years] and may not be used to create an endowment or revolving fund).
19. Costs of fund-raising campaigns.
20. Indirect costs or operating expenses, i.e. expenses incurred during the day-to-day operational activities of an organization, such as office rent, utilities, license fees, and other costs for administrative time, services, or materials not directly related to performing project work.
21. Contingency, unforeseen, or miscellaneous costs or fees.
22. Costs of work performed prior to announcement of the award.
23. International travel, except in cases where travel is justifiable and integral to the success of the proposed project.
24. Travel or study for professional development.
25. Individual projects costing less than \$10,000.
26. Independent U.S. projects overseas.

APPLICATION SUBMISSION INFORMATION AND IMPORTANT DEADLINES

- The deadline for submitting proposals is **December 7th, 2013**.
- All applications must be submitted electronically on or before midnight Saturday, December 7th, 2013.
- **APPLICATION CLOSING DATE:** Applications submitted after 11:59 p.m. on December 7th 2013 will be ineligible for consideration.
- **APPLICATIONS MUST BE SUBMITTED IN THE ENGLISH LANGUAGE.**
- Begin the application process early, as this will allow time to address any technical difficulties that may arise in advance of the deadline.
- Please send your completed applications to cairoAFCP2014@state.gov
- Information on previous awards is available from [the Center and the AFCP Web site](#).
- For more information on AFCP previous reports please [click here](#).
- **Other Useful Documents**
 - [AFCP 2014 Budget Template](#).
 - [AFCP 2014 FAQ](#).
 - [AFCP 2014 Glossary](#).
 - [AFCP 2014 Image Guidelines](#).

APPLICATION REQUIREMENTS

Project Basics:

1. Title
2. AFCP Focus Area and Category ([See AFCP Glossary if you have any questions](#))
3. Project start and end dates.
4. If part of an inscribed World heritage Site, please indicate the name of the World Heritage Site.
5. Ownership status of the object or site (Public or Private)
6. If a continuation or expansion of a project previously supported by AFCP, please indicate the title of the previous project and the award year.

Project Applicant Information

1. Organization Name
2. Organization Type
3. Address Information
4. Name, title , and contact info of project director

Project Location

1. Project site
2. City and vicinity
3. Country
4. Brief description of the location

Other Critical Information that is needed

1. Proof of Official Permission to undertake the project and the endorsement and support of the appropriate national authority (PDF of an official letter preferred; if applicant owns the site or object, there must be a letter stating so)
2. **Project Purpose** that briefly explains the project objectives and desired results.
3. **Project Activities Description** that explains how the applicant intends to achieve the project objectives and results, presents proposed tasks in a logical order, and describes how those tasks directly contribute towards achieving the project objectives and results.
4. **Project Time Frame or Schedule** that identifies the major project phases and milestones, with performance target dates for achieving them (NOTE: Applicants may propose project performance periods of up to 60 months [five years] with five budget periods of one year each; projects must begin before September 30, 2014, and conclude no later than September 30, 2018)
5. **Project Participant** Information (Estimated):
 - a. Number of primary (key) project participants (directors, managers, key consultants and experts, etc and resumes are required)
 - b. Number of secondary participants (skilled and unskilled laborers ,technicians, volunteers , occasional workers and others who are not considered primary project participants)

- c. Number of US participants
- d. Number of Non-US participants

NOTE: Total of primary and secondary participants should equal total of US and NON-US participants.

6. **Statement of Importance** highlighting the historic, architectural, artistic, or cultural (non-religious) values of the cultural site, object, collection, or form of traditional expression.
SPECIAL NOTE REGARDING SITES AND OBJECTS THAT HAVE A RELIGIOUS CONNECTION
 - The establishment clause of the U.S. Constitution permits the government to include religious objects and sites within an aid program under certain conditions.
 - For example, an item with a religious connection (including a place of worship) may be the subject of a cultural preservation grant if the item derives its primary significance and is nominated solely on the basis of architectural, artistic, historical, or other cultural (not religious) criteria.
7. **Statement of Urgency** indicating the severity of the situation and explaining why the project must take place now.
8. **Statement of Sustainability** outlining the steps or measures that will be taken to maintain the site, object, or collection in good condition after the AFCP-supported project is complete; or, in the case of forms of traditional cultural expression, to preserve and disseminate the documentation, knowledge, or skills either resulting or gained from the project.
9. Detailed project budget, demarcated in one-year budget periods (2014, 2015, 2016, etc.), that lists all costs in separate categories (Personnel, Fringe Benefits, Travel [including Per Diem], Equipment, Supplies, Contractual, Other Direct Costs, Cost Sharing); indicates funds from other sources; and gives a justification for any anticipated international travel costs. Access the **AFCP 2014 Budget Template** to help save you some time and fill out a predesigned [budget template](#)
10. If you have more questions, please click on the [Frequently Asked Questions document](#) or send us an email: cairoAFCP2014@state.gov
11. **Cost Sharing and Other Forms Of Cost Participation:**
 - a. There is no minimum or maximum percentage required for this competition.
 - b. However AFCP encourages cost sharing, in-kind contributions, and other forms of cost participation.
 - c. When cost sharing is offered, it is understood and agreed that the applicant (either the U.S. embassy or the qualified entity on whose behalf the U.S. embassy is applying

- for support) must provide the amount of cost sharing as stipulated in its proposal and later included in an approved agreement.
- d. Cost sharing may be in the form of allowable direct or indirect costs.
 - e. For accountability, you must maintain written records to support all costs which are claimed as your contribution, as well as costs to be paid by the federal government. Such records are subject to audit.

12. Attachments and supporting documents:

- a. **REQUIRED:** Minimum of five (5) high quality digital images (JPEGs) or audiovisual files that convey the nature and condition of the site, object, or form of expression and, in the case of a site or object, show the urgency or need for the proposed project (examples such as collapsing wall, water damage, worn fabric, broken handle, etc.)
- b. **REQUIRED:** Resumes / CV's of the primary (key) project participants (project director, experts, etc.)
- c. **Historic Structure Reports:** completed Conservation Needs Assessments, Engineering Studies, Feasibility Studies, and any other planning documents (summaries or digests are acceptable) completed in preparation for the proposed project.

APPLICATION SCREENING CRITERIA

- The Cultural Affairs Office will first screen all proposals for technical eligibility based on the [Eligible Project Applicants](#) , [Funding Areas](#), [Funding Priorities](#), [Funding Priorities Specific to the AFCP 2014 Annual Competition](#) and [Application Requirements](#)
- The Cultural Affairs Office will also screen proposals against the lists of AFCP program-specific [Ineligible Activities and Unallowable Costs](#) and [Ineligible Project Applicants](#)

APPLICATION RATING CRITERIA

Using a point-based system (below), the Cultural Affairs office will rate all applications based on the program funding priorities; the quality, soundness, and comprehensiveness of the proposed project and budget; the urgency of the proposed project; the rationale for U.S. support of the project supplied; the quality and quantity of supporting materials, such as resumes of the key project participants, images of the resource, and notices of official permission from the responsible resource steward, such as a ministry of culture

AFCP POINT-BASED RATING SYSTEM: Proposals will be rated as follows:

- Purpose and Summary, Description, Time Frame, Importance of Site/Object/Form of Expression: 20 points max.
- Urgency: 15 points max.
- Sustainability: 10 points max.
- Rationale for U.S. Support: 15 points max.
- Media and Outreach Plan: 10 points max.

- Budget: 15 points max.
- Supporting Materials: 15 points max.

Once the Cultural Affairs office has completed its screening and rating, it will forward the technically eligible and favorably rated proposals to the Public Diplomacy sections in the respective regional bureaus in the State Department for ranking. Once the proposals are ranked, the Center will convene a panel to recommend proposals for funding. The Center may deem proposals ineligible if they do not fully adhere to AFCP 2014 Competition objectives, requirements, and other criteria stated herein.

DISCLAIMER

- Issuance of this Request for Proposals does not constitute an award commitment on the part of the U.S. Government.
- The Center reserves the right to waive program formalities and to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds.
- Awards made will be subject to periodic reporting and evaluation requirements as specified above and in the Notice of Award.

AFCP USEFUL RESOURCES

1. [AFCP Glossary of Terms](#)
2. [Frequently Asked Questions](#)
3. Information on previous awards is available from the [Center and the AFCP Web site](#)
4. For more information on AFCP previous reports please [click here](#)
5. AFCP 2014 [Budget Template](#)
6. If you have further questions; please send us an email on: cairoAFCP2014@state.gov
7. For guidance on the types of images to upload [click here](#)